DOCUMENT RESUME

ED 101 769 JC 750 122

AUTHOR Jorgensen, Vern F.
TITLE Aspects of Existing Sabbatical Leave Policy Within California Community Colleges.
PUB DATE May 74
NOTE 26p.; Practicum presented to Nova University in partial fulfillment of the requirements for the Doctor of Education degree

EDRS PRICE MF-$0.76 HC-$1.95 PLUS POSTAGE
DESCRIPTORS *College Faculty; Fringe Benefits; *Junior Colleges; Personnel Policy; *Sabbatical Leaves; Teacher Improvement; *Teaching Benefits; *Teaching Conditions
IDENTIFIERS *California; Southwestern Community College

ABSTRACT

This study was conducted to determine some aspects of the Sabbatical Leave Policy at a random sample of 23 California community colleges in order to compare the results to the policy at Southwestern Community College (SCC). Following a brief survey of research literature and a review of the sabbatical leave provisions of the California Education Code, findings are reported in tabular and narrative form. Results indicate that most institutions allow sabbatical leaves to 4 or 5% of their full-time faculty each year. Faculty are compensated at half pay for two semesters or full pay for one semester at 39% of the colleges; 22% grant 75-80% of full pay for a one semester leave and 60-75% for a two semester leave. All colleges surveyed indicated a minimum of six years of service before an instructor is eligible for a sabbatical; 59 percent indicated a minimum of seven years. Advanced study, travel, and/or research were identified by all respondents as legitimate purposes for granting sabbatical leaves; only two identified work experience as a legitimate purpose. 48 percent of the colleges have an established committee structure for sabbatical leave determination. Appendices include a copy of the present SCC sabbatical leave policy, a rough draft of Academic Senate's Proposed Resolution on Sabbatical Leave, and a copy of the survey instrument. (DC)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRO-
DUCED EXACTLY AS RECEIVED FROM
THE PERSON OR ORGANIZATION ORIGIN-
ATING IT. POINTS OF VIEW OR OPINIONS
STATED DO NOT NECESSARILY REPRE-
SENT OFFICIAL NATIONAL INSTITUTE OF
EDUCATION POSITION OR POLICY

ED101769

ASPECTS OF EXISTING SABBATICAL LEAVE POLICY WITHIN CALIFORNIA COMMUNITY COLLEGES

by

Vern F. Jorgensen, M.A.

Southwestern Community College

JC 750 122

A PRACTICUM PRESENTED TO NOVA UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
DEGREE OF DOCTOR OF EDUCATION

NOVA UNIVERSITY

May 22, 1974

TABLE OF CONTENTS

PURPOSE OF THIS STUDY 1

BACKGROUND AND SIGNIFICANCE OF THE STUDY 1

Significance of Study 2

Survey of Research Literature 3

Research Findings 3

Sabbatical Leave Policy as Structured by the California Education Code 3

PROCEDURES 4

RESEARCH RESULTS 5

Percent Allowed on Leave at One Time 10

Compensation While on Leave 10

Years of Service Required for Eligibility for Leave 11

Conditions for Receiving Sabbatical Leaves 11

Decision Making Process for Granting Leaves 12

RECOMMENDATIONS 12

Percent on Leave at One Time 12

Compensation While on Leave 13

Conditions for Receiving Sabbatical Leaves 13

Decision Making Process for Granting Leaves 14

APPENDIXES 15

A. Present Policy for Sabbatical Leave 15

B. Sabbatical Leave Policy Proposal 19

C. Questionnaire 22

LIST OF TABLES

Table		Page
I	Analysis of Survey Questions 1 Through 4	6
II	Analysis of Survey Question 5	7
III	Analysis of Survey Question 6	8

PURPOSE OF THIS STUDY

This research study seeks to determine some aspects of the existing Sabbatical Leave Policy in a representative sample of California Community Colleges. Specifically, this study deals with the following six areas of Sabbatical Leave Policy.

1. The maximum percentage of full-time staff members who may be granted sabbatical leaves in any one year.
2. The percentage of the instructor's regular salary which is paid if he takes a sabbatical leave for one semester only.
3. The percentage of the instructor's regular salary which is paid if he takes a sabbatical leave for one school year.
4. The number of years an instructor must serve before he is eligible for a sabbatical leave.
5. The purposes for which sabbatical leaves are routinely approved.
6. The procedures followed for sabbatical selection when sabbatical applications exceed the number of leaves the college district will approve.

BACKGROUND AND SIGNIFICANCE OF THE STUDY

Southwestern Community College Sabbatical Leave Policy has come under attack by the Academic Senate.[1]

---

[1]Appendix A contains the content of the present policy for sabbatical leaves at Southwestern College. Appendix B contains a draft of Resolution L, the Academic Senate's Sabbatical Leave Policy Proposal

The spokesmen for the Senate believe that the present policy is inadequate. They voice the following arguments.

1. The present policy states that no more than three percent of the faculty can take sabbatical leaves during a school year. The result is that too few eligible faculty members are being granted sabbatical leave.
2. The present policy will compensate an instructor with full pay for a one semester sabbatical while the instructor which takes a full year sabbatical will be compensated at only half pay. Many programs of study undertaken during a sabbatical leave, to be effective, may require a year; therefore, two-thirds annual pay should be granted.
3. The present policy for evaluating, ranking, and granting sabbatical leaves is inequitable because the makeup of the selection committee is heavily oriented toward administration resulting in a bias toward sabbatical leave projects which appear to be of the most value to the administration of the district.

Significance of Study

Upon discussing the current Sabbatical Leave Policy with the administration and discussing the proposed resolutions with the Academic Senate Sabbatical Leave Committee, it was learned that neither group had planned any research as to existing Sabbatical Policy in other California Community Colleges.

This study has been designed to identify Sabbatical Leave Policy areas which have common acceptance among the sampled California Community Colleges. The study also abstracts the Sabbatical Leave provisions from the California Education Code.

The research will serve as a basis to modify the Academic Senate's

resolution if the resolution is too far out of line. The study may also serve the Academic Senate as a tool to persuade the administration to revise areas of the present Sabbatical Leave Policy which are out of line with current practices.

Survey of Research Literature

In preparing for this study, a survey of research literature was made. This survey included materials from the Educational Resources Information Center Publications (ERIC), Current Index to Journals in Education (CIJE), Education Index, Encyclopedia of Educational Research, Handbook of Research in Teaching, and the Encyclopedia of Education, as well as the California Education Code.

Research findings. Bandley has researched the status of sabbatical leaves for administrators in California Community Colleges.[2] With that exception, little research and literature regarding California Community College Sabbatical Leave Policy was found.

Sabbatical Leave Policy as structured by the California Education Code. District Sabbatical Leave Policy must fit within the parameters established by the state of California legislature. Those provisions of the law affecting Sabbatical Leave Policy can be found in the California Education Code. Below is a summary of the education code provisions which apply to sabbatical leaves.

School boards may grant to any certified employee a leave of absence not to exceed one year for the purpose of study or travel. The leave may be granted in two separate six-month periods or separate quarters to be

---

[2]Marion K. Bandley, "A Report on the Status of Sabbatical Leaves For Administrators in California Junior Colleges" (E.R.I.C., ED 040 706).

started and completed within three years. To be eligible for such leave, the employee must have served seven consecutive years in the school district; no more than one such leave may be granted in each seven year period. The school board may, subject to state board rules and regulations, prescribe the standards of service which entitle the employee to the leave of absence. Service under a nationally recognized fellowship or foundation approved by the state board, for a period of not more than one year, for research, teaching, or lecturing is not deemed a break in continuity of service in computing the seven consecutive years.

An employee granted a sabbatical leave may be required to perform such services as the school board, with the approval of the school superintendent, and the employee may agree in writing.

Amount of compensation to be paid to the employee during the leave may be agreed upon in writing, but the compensation shall not be less than the difference between the employee's salary and the amount paid the substitute. However, in lieu of the difference, the board may pay one-half or more of the employee's salary up to the full salary.

The governing body of any district which maintains a junior college may grant a leave of absence to any teaching employee in grades 13 and 14 after six consecutive years of service.

(California Education Code. Secs. 13457 to 13459)

PROCEDURES

A survey of the research literature with respect to sabbatical leave practices was made and significant data was incorporated into the report.

From the population of the 102 California Community College Campuses, a random sample of twenty-five was selected. A questionnaire was prepared

and distributed to each of the campuses included in the sample.[3] On Monday, February 11, 1974, the questionnaire was mailed. It contained a cover letter signed by the college president asking for cooperation of the other campuses in completing and returning the questionnaire within a two week period. On Monday, April 1, 1974, a follow-up letter and questionnaire was mailed to those campuses which had not responded. Responses were received from twenty-three of the twenty-five colleges for a response rate of ninety-two percent.

The results of the questionnaire have been summarized through the preparation of three tables. Table number one summarizes the results of the first four questions. Table number two summarizes the results of the fifth question. And table number three summarizes the results of the last question in the survey. Following the tables is a narrative analysis of the survey results.

RESEARCH RESULTS

The results of the survey are first given in table form. Following the three tables is a narrative analysis of each survey question.

Table number I, which follows, summarizes the results of the first four survey questions. Table number II summarizes the results of question five, while table III summarizes the results of question six.

---

[3]See Appendix C for an example of the questionnaire.

TABLE I
ANALYSIS OF SURVEY QUESTIONS 1 THROUGH 4

QUESTION 1: In terms of percentage, what is the maximum number of full-time staff members who may be granted sabbatical leaves in any one year?

2: What percentage of an instructor's regular salary is paid if he takes a sabbatical leave for one semester only?

3: What percentage is paid if he takes a sabbatical leave for one school year?

4: How many years must an instructor serve before he is eligible for a sabbatical?

District	Q1	Q2	Q3	Q4
	Percent	Percent	Percent	No. of Years
Allan Hancock	5%	100%	100%	7 years
Cabrillo	No Policy	100%	50%	7 years
Chaffey	No Policy	100%	50%	7 years
Citrus	2-3 leaves per annum	No response	No response	No response
Compton	No Policy	No response	No response	No response
Glendale	1%	No response	50%	7 years
Grossmont	4%	100%	50%	7 years
LACC	No maximum	50%	50%	7 years
College of the Marin	5%	80%	65%	7 years
Mira Costa	No maximum	100%	50%	7 years
Monterey Peninsula	No maximum	100%	50%	No response
Palomar	5%	100%	50%	6 years
Rio Hondo	5%	No response	No response	No response
Riverside	adopted budget	80%	70%	7 years
San Diego	3%	100%	50%	6 years
Santa Ana	4%	75%	70%	6 years
Santa Barbara	No maximum	75%	75%	6 years
Santa Rosa	5%	100%	60%	6 years
College of the Sequoias	2 per annum	No response	No response	No respons
Shasta	4%	75%	60%	6 years
Solano	5%	100%	50%	7 years
West Valley	5%	100%	50%	6 years
Yuba	5%	100%	60%	6 years

TABLE II
ANALYSIS OF SURVEY QUESTION 5

QUESTION 5: What purposes for sabbatical leave are routinely approved as legitimate?

District	Advanced study	Travel	Research	Work Exper	No Response	Other
Allan Hancock	X	X	X			
Cabrillo	X	X	X			X^1
Chaffey	X	X	X			
Citrus					X	
Compton					X	
Glendale	X	X	X		X	
Grossmont	X	X	X			
LACC	X	X	X			
College of the Marin	X	X	X			
Mira Costa	X	X	X			
Monterey Peninsula						
Palomar	X	X	X			X^2
Rio Hondo					X	
Riverside						
San Diego	X	X	X			
Santa Ana	X	X	X			X^3
Santa Barbara						
Santa Rosa	X	X	X			
College of the Sequoias					X	
Shasta	X	X	X			
Solano	X	X	X			
West Valley	X	X	X	X		
Yuba	X	X	X	X		
TOTALS	16	16	16	2		3

X^1="...other creative activity..."

X^2="...other worthwhile experiences which will result in the improvement of professional qualifications..."

X^3="Any experience which would cause professional growth in the employee's specialty or techniques of teaching".

TABLE III
ANALYSIS OF SURVEY QUESTION 6

QUESTION 6: If all applications for a given year can't be granted, how does the college determine which ones should be approved?

District	Response
Allan Hancock	Committee composed of 3 faculty, President and Dean of Instruction.
Cabrillo	Sabbatical Leave Review Board consisting of the Supt., Asst. Supt. for Instruction, Division Chairmen and Faculty Senate President.
Chaffey	Committee
Citrus	Seniority
Compton	No response
Glendale	Committee
Grosemont	Committee-2 administrators and 5 faculty
LACC	Research Study Committee
College of the Marin	1. Value of leave to the District, the students and the individual; 2. Previous leaves; 3. Seniority; 4. Reasonable distribution in every department.
Mira Costa	Committee
Monterey Peninsula	Committee
Palomar	No Policy
Rio Hondo	No Policy
Riverside	(a) relative merits; (b) seniority in services; (c) reasonable distribution by divisions--committee determination.
San Diego	Professional Growth Committee
Santa Ana	No Policy

District	Response
Santa Barbara	"Rather than limit legitimate requests, we hire qualified hourly substitutes as sabbatical replacements."
Santa Rosa	Committee using the following criteria: (a) seniority; (b) previous sabbaticals; (c) years of service; (d) total years teaching; (e) age.
College of the Sequoias	No Policy
Shasta	Selection Committee
Solano	Chronological order of filing, seniority at Solano; years of service, age.
West Valley	A) Value of leave to the District B) Probable value of the applicant's contribution C) Length of service D) Distribution by Divisions E) Needs of the applicant F) Needs of the district
Yuba	No Policy

Percent Allowed on Leave at one Time

An important question concerning the financing of sabbatical leaves, especially when replacements are required, relates to the proportion of the faculty that is allowed to be on leave at any one time. Several institutions, a total of seven, reported no policy or no maximum percent in this regard, having undoubtedly learned that all of those available never request leaves and that, therefore, no regulation seemed needed. Two of the respondent colleges allowed two leaves per annum and one respondent college limits allowance to funds in the adopted budget.

The report on the remainder is reported by ranges and averages. There was a reported range of one to five percent with a mean of 4.3 percent.

Compensation While on Leave

Seven members of the sample failed to respond to questions two and three which dealt with the rate or amount of compensation while on leave. Nine of the responses (39%) reported what is thought to be traditional policy, i.e., half pay for two semesters or full pay for one semester. A variation from the traditional approach was expressed by five of the respondents (22%). This variation developed an incentive for a two semester sabbatical by reducing compensation for a one semester leave to a range between 75 and 80% of full pay and increasing the rate of compensation for a two semester sabbatical leave from 50% to a range between 60 and 75% of full pay.

The remaining two respondents (2%) represented the extremes. The first college granted only a 50% rate of compensation regardless of sabbatical length. The other respondent followed the generous practice

of paying a full salary for the academic year.

Years of Service Required for Eligibility for Leave

A sabbatical leave is usually thought of to be a leave available during the seventh year of service or after six years are completed.

All colleges surveyed indicated a minimum of six years that an instructor must serve before he is eligible for a sabbatical while 59% indicated a minimum of seven years. In general, it seems fair to report that the sabbatical leave in the California Community College environment tends to be an eighth year leave, indicating that a majority of the institutions do not necessarily adhere to the ancient meaning of "sabbatical."

Conditions for Receiving Sabbatical Leaves

What conditions must one fulfill in order to receive a sabbatical leave, assuming that the required number of years of service has been fulfilled? In the attempt to learn about such conditions, six kinds of responses were provided: plan for advanced study, travel, research, work experience, no requirements, and other.

All of the respondents identified an existing requirements policy and recognized advanced study, travel, and research as legitimate purposes for granting sabbatical leaves. Only two of the colleges (9%) considered work experience as a legitimate sabbatical activity. There were five districts (22%) which did not respond to this question. Three of the districts (13%) included catch-all phrases in their policies, i.e., "...other worthwhile experiences which will result in the improvement of professional qualifications...".

Decision Making Process for Granting Leaves

In an attempt to ascertain the various processes used in making decisions about whether leaves are granted, survey question number six, "If all applications for sabbatical leave in a given year can't be granted, how does the college determine which ones shall be approved?", was asked.

Five of the districts (22%) did not respond. Eleven of the respondents (48%) have established a committee structure for sabbatical leave determination. Five of the districts (22%) have no policy. Based upon those responding districts which listed criteria for decision making, the value to the district or relative merits of the leave was listed as the most important criterian. A form of seniority, i.e., years of employment, previous leaves, and cronological order of filing was the other major consideration in the decision making process.

RECOMMENDATIONS

In contrasting Southwestern College's current Sabbatical Leave Policy and the Academic Senate's Resolution L, Sabbatical Leave Policy Proposal, with existing Sabbatical Leave Policy in other California Community Colleges, I recommend that the Senate's Resolution L be reexamined for possible modification in the following areas.

1. Percent on leave at one time.
2. Compensation while on leave.
3. Conditions for receiving Sabbatical Leaves.
4. Decision making process for granting leaves.

Percent on Leave at One Time

A modification of Resolution L to reflect a policy allowing up to

5% of faculty to be on Sabbatical Leave at one time would be within the range of generally accepted California Community College policy. Currently, Resolution L proposes that 10% of faculty be allowed on Sabbatical Leave while current district policy only provides for 3%.

Compensation While on Leave

Using the survey results as a basis, the existing Southwestern policy of full compensation for one semester and half compensation for two semesters appears to be fairly representative of community college sabbatical policy. In addition to defining compensation parameters, the results of this study indicated a developing trend of establishing incentives to encourage a two semester sabbatical leave program.

Resolution L proposes 100% compensation for a one semester sabbatical and a 66 2/3% compensation for a one year sabbatical. Although the Resolution L proposal is more liberal than the average district policy in area of compensation, the proposal does fall within the range of acceptable practice. The proposal is positive in that it offers incentives encouraging a two semester sabbatical without penalizing those who take a single semester leave.

The Resolution L proposal on compensation is progressive, in keeping with developing trends, and falls within the upper range of acceptable practice. A modification of the resolution in the area of compensation is not recommended.

Conditions for Receiving Sabbatical Leaves

Current Southwestern College Policy in this area is very liberal when compared to survey results.

Current Southwestern College Policy in this area allows for routine

approval of a sabbatical leave for travel, academic work, independent research, independent study, or work experience. Since current policy is already liberal when compared to survey results, there is no need to modify Resolution L to propose a change in this area of policy.

Decision Making Process for Granting Leaves

Current criteria used by Southwestern College Sabbatical Leave selection are listed in order of priority as follows:

1. Value to district
2. Previous sabbaticals
3. Seniority of service since last sabbatical
4. Reasonable distribution within departments

Based upon survey results, Southwestern College criteria is in line with recognized California Community College practices. As a result, no need exists to modify Resolution L to reflect a change in criteria for granting sabbatical leaves.

Southwestern College Sabbatical Leave Policy does not define the structure of committee which approves sabbaticals.

Resolution L also does little to define committee size or structure. The resolution does require that the committee chairman be a faculty member.

The responses in the survey relating to committee structure were incomplete to the point of being inconclusive. However, there was some indication that committee membership is structured to create a faculty majority.

APPENDIX A

PRESENT POLICY FOR SABBATICAL LEAVE

Sabbatical Leaves

(1) Purposes for Which Sabbatical Leave May be Granted

(a) A planned program of courses taken in an accredited institution which will relate to the professional growth of the applicant.

(b) Independent study, research, or employment relating to the present or newly assigned service of the applicant in his profession which promises in value the equivalent of recognized formal courses.

(c) Travel of such a nature and extent as to materially increase the proficiency of the applicant.

(2) Eligibility

A certified employee must meet the following conditions in order to be considered for sabbatical leave:

(a) He shall have been employed by the District for seven or more years preceding the time of the requested leave. Instructors transferred, prior to July 1, 1966, from the Sweetwater Union School District can count years of high school service toward meeting the sabbatical requirement.

If an employee has had a sabbatical leave, he must serve an additional seven years before being eligible for a second sabbatical leave.

(b) Sabbatical leave shall count toward retirement, and retirement contributions shall be collected in the usual manner. Upon return to his regular teaching service, the salary of the employee shall be that of the step on the salary schedule the employee would have received had he not been on sabbatical leave.

If the employee qualifies for a higher salary classification during a sabbatical leave, he may apply for salary reclassification under the existing regulations. All other conditions will be in accordance with the Education Code.

(3) Conditions Under Which Sabbatical Leave Will be Granted

(a) Must be in accordance with the provisions of the California Education Code, Section 13460.

(b) The employee shall be required to return to the Sweetwater

Community College District for a period of not less than two years after the completion of a sabbatical leave.

(c) The employee shall furnish the Sweetwater Community College District a suitable bond indemnifying the Governing Board against a loss in the event the applicant fails to return and re-enter the two years service of the District following the sabbatical leave. The Governing Board may waive this condition at its discretion.

(d) Each employee who has been on sabbatical leave shall file with the Superintendent/President for the Governing Board, within 90 days after his return, one of the following:

For travel, a formal written report reviewing the actual itinerary covered and all significant activities engaged in during the travel, together with a detailed explanation as to how these experiences will relate to the employee's College assignment and for the improvement of the instructional program of the College or of such other areas of College operation as were included in the purposes for which the sabbatical leave was approved. This report will be typewritten and in a form suitable for binding by the College;

For study, an official transcript or record of his academic work;

For independent research, a copy of his research paper, unless the paper was graded, in which case a transcript will be sufficient;

For independent study or employment relating to present or newly assigned service, a complete report of activities is to be filed.

(e) In case of interruption of a Sabbatical Leave Program due to serious accident or illness, the individual on leave should notify the Superintendent/President within 15 days of such accident or illness at which time the Superintendent/President will arrange for Modification of the Sabbatical Leave Program or return to duty as appropriate.

(4) Application

(a) The applicant shall submit an Application for Sabbatical Leave (Form 12-71 WSW) to the Committee no later than October 15, in order to make formal application for a sabbatical leave to be taken during the next school year.

The application should provide specific information including:

1) For Travel: Time and place in each step of itinerary.

For Study: Precise plan of study-indicating approximate courses and their unit value each semester or quarter.

For Employment: Amount and place of work to be designated. Statement from employer would be helpful as to expected employment and terms.

For Visitations to Other Institutions: Where, when, and length of time.

For Meetings or Conferences: Places and time involved.

2) Alternate plan, if any.

3) Precise statements as to why/how the planned program would be of value to the College, colleagues, students, community, and/or the applicant.

(b) Applications from twelve month certified employees will be considered individually by the Superintendent/President and the Governing Board.

(5) Evaluation of Application

(a) The Sabbatical Leave Committee shall review and evaluate each application; and will interview each applicant and such Department Chairmen as deemed appropriate.

(b) The Committee shall submit to the Superintendent/President by the following February 1, a recommended priority ranking of all applications which the Committee feels are eligible for approval under District Policy.

The priority ranking will be based on the following criteria listed in order of importance.

1) Value of leave to the District, to the students of the District, and to the individual. Value of leave to the District and students is evaluated in terms of what the applicant may contribute following his return through classroom teaching, leadership, curriculum development or teaching methods.

2) Among those candidates in the District eligible for sabbaticals, applicants not previously having been granted a sabbatical leave shall be given preference on the basis of seniority of years of service applicable towards the sabbatical leave, and also preference over candidates who have previously been granted a sabbatical leave by the

BEST COPY AVAILABLE

District.

3) Seniority of service since last sabbatical.

4) Reasonable distribution in every department to the extent required by educational considerations.

(c) The Superintendent/President will review the recommendations of the Sabbatical Leave Committee and recommend to the Governing Board the granting of specific Sabbatical Leaves for the following school year.

(d) The number of leaves to be recommended to the Governing Board shall be three percent (the computation to be rounded to the nearest full number) of the certified full-time fall contract staff in the college year in which approvals are granted.

(6) Compensation

(a) Payment should be on a monthly basis, the same as for regularly assigned instructors, unless otherwise approved by the Governing Board. Such payment shall be in amounts determined by the following schedule:

1) For one school year -- half pay

2) For one semester of school year (normally, Spring Semester) -- full pay.

3) For two consecutive Spring Semesters -- half pay.

(b) Employment during sabbatical leave shall be subject to the same conditions as for regularly assigned instructors as specified in Section II,E, 1 regarding additional employment during the academic year.

APPENDIX B

ROUGH DRAFT OF

ACADEMIC SENATE'S

PROPOSED RESOLUTION

ON

SABBATICAL LEAVE POLICY

(RESOLUTION L)

APPENDIX B (RESOLUTION L)

SABBATICAL LEAVE POLICY PROPOSAL

Whereas: Certified employees are eligible for Sabbatical Leave after each seven year period of employment in the Sweetwater College district, and

Whereas: Sabbatical Leaves are of value to the district, students of the district and to the individual employee, and

Whereas: Under the present policy too few eligible faculty members are granted Sabbatical Leave, and

Whereas: Programs of study undertaken during a Sabbatical Leave may require a year, and

Whereas: The granting of Sabbatical Leaves should be as equitable as possible, now

Therefore be it resolved: That the Southwestern Faculty Senate recommends to the Executive Committee that the following policy changes become effective commencing with the 74-75 school year:

1. The number of Sabbatical Leaves granted each year will be ten percent of the certificated full-time fall contract staff in the college year in which approvals are granted.

2. The schedule of compensation for Sabbatical Leave will be:

   A. For one school year - two-thirds pay

   B. For one semester of school year - full pay

   C. For two consecutive Spring semesters - two-thirds pay

3. As an alternative to the above schedule of compensation, any instructor elegible for Sabbatical Leave may elect to take a one year leave at one-half pay. Instructors in this category would be replaced by first year instructors low on the salary scale. The pay for both instructors would not exceed the annual salary of the full time instructor taking the leave. Since such leaves would not represent an extra expense to the District, they would not be included in the ten percent of the contract staff granted Sabbatical Leave with compensation.

4. Applications for Sabbatical Leave may be submitted two years in advance of the year in which the leave will be taken with justification.

5. The Chairman of the Sabbatical Leave Committee will be a faculty member.

6. Faculty members of the Sabbatical Leave Committee will have completed a Sabbatical Leave.

7. The Chairman of each applicant's department will submit a statement evaluating the application in terms of what the applicant will contribute upon his return.

8. Applicants will receive notification of the approval or disapproval of Sabbatical Leave as soon as possible. Such notification will include the reasons for the decision.

UNIVERSITY OF CALIF.
LOS ANGELES

MAR 07 1975

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

APPENDIX C

SOME ASPECTS OF EXISTING SABBATICAL LEAVE POLICY

1. In terms of percentage, what is the maximum number of full time staff members who may be granted Sabbatical Leaves in any one year?

   1%_____ 2%_____ 3%_____ 4%_____ 5%_____ no policy_____

   other_____ if other, please explain _____

   _____

2. What percentage of an instructor's regular salary is paid if he takes a Sabbatical Leave for one semester only?

   _____%

3. What percentage is paid if he takes a Sabbatical Leave for one school year?

   _____%

4. How many years must an instructor serve before he is elegible for a sabbatical?

   _____%

5. What purposes for Sabbatical Leave are routinely approved as legitimate?

   Advanced Study _____ Travel _____ Research _____

   Work Experience_____ No Requirements_____ Other _____ if other,

   please explain _____

6. If all applications for a given year can't be granted, how does the college determine which ones should be approved?

   a. Criteria used for decision _____

   _____

   b. Committee used _____ If committee used, please explain

   structure. _____

   _____